

The Warden System
Annual Warden Conference
U.S. Embassy, Quito

What is a Warden?

- A private American citizen resident in host country who volunteers to assist consular sections in non-emergency situations, emergency situations, and disaster preparedness

What does a Warden System Do?

- Provides a reliable way to reach American citizens in the event of an emergency or disaster.
- Facilitates distribution of routine administrative information (changes in section work hours, procedures, physicians list, etc.)

Beyond the Call of Duty

At some posts, besides providing emergency information, wardens have stepped forward to offer additional services:

- Welfare/Whereabouts assistance
- Providing updates on ongoing events in their districts
- Visiting American Citizen prisoners
- Assisting in the registration of newcomers

Warden Responsibilities

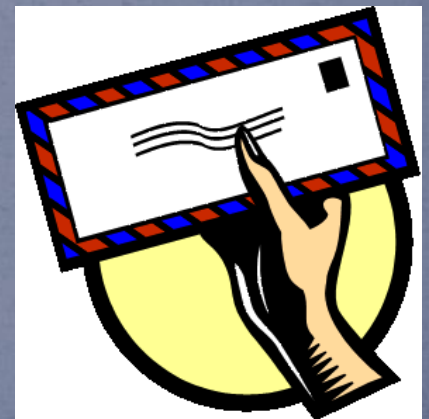
Know Who You Are Responsible For

- Contact each family in your area/group to introduce yourself and to confirm their street address, telephone number, and email.



Appoint an Alternate Warden

- Appoint an alternate warden and inform us of his/her mailing address, telephone number, and email address. Inform the alternate warden when you are out of town, give him/her an updated list of persons in the area, and brief him/her regarding the warden's responsibilities.



Keep a list of your group

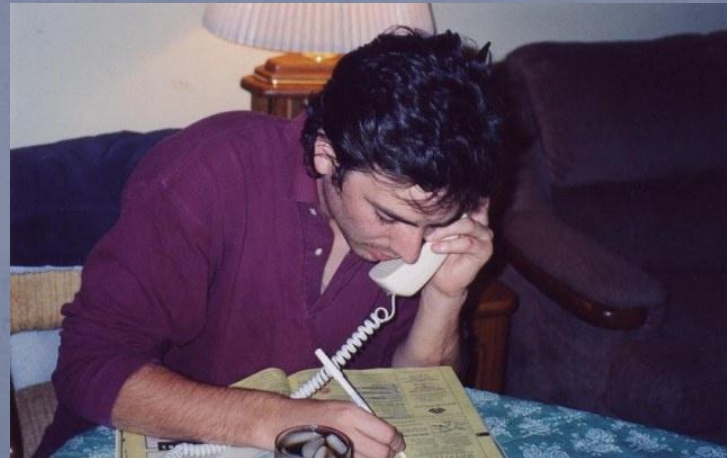


- Maintain the list of families (including each person's name) in your area. Make sure that contact info is up to date.
- We would like to hear from you re: developments in your area that might affect the safety of Americans, or on any other matter of concern.



Encourage new registrants

- Keep an ear out for new American arrivals in your area and encourage them to register with us at travelregistration.state.gov



In an Emergency

- Be ready to receive info via e-mail, telephone or fax
- Distribute word-for-word without interpreting or expanding the message
- Assist the Embassy by ascertaining the well-being of U.S. citizens in your warden zone and taking any necessary actions to assist them
- Report back to the Embassy the results of efforts to contact the members of your warden zone by phone
 - use the Situational Report document

Non-Emergency Responsibilities

- Communicate with those on your list regarding other matters, for example, voting, taxes, administrative changes, etc.
- Serve as an information source for American citizens in Ecuador
 - Transferring money to Ecuador
- Hospital Visits
- Arrest Visits

The U.S. Privacy Act

- The State Department operates under strict adherence to the U.S. Privacy Act.
- The Privacy Act prohibits the Embassy from releasing any info regarding an American citizen that is not considered to be in the public domain to anyone without the American's written consent.
- The first thing a Warden must do when visiting an American is to have the citizen (if in agreement) sign a Privacy Act Waiver allowing the Embassy to contact the specified family/friends regarding the American citizen.

Thank you for your service!

- The strength of our Warden System depends on you and your efforts to assist U.S. citizens.